

2013 Training Guide

ATTENTION Election Inspectors

Peter M. Quinn
Commissioner

Thomas F. Ferrarese
Commissioner

Douglas E. French
Deputy Commissioner

Colleen Anderson
Deputy Commissioner

John Fernandes
Trainer
JFernandes@monroecounty.gov

Abigail Freeman
Trainer
AbigailFreeman@monroecounty.gov

Ashley Barker
Trainer
AshleyBarker@monroecounty.gov

Linda Cummings
Trainer
LCummings@monroecounty.gov

(585) 753-1550

www.monroecounty.gov/elections

TO MAKE A RESERVATION

CALL (585) 753-1550

Please be prepared to give your name, address, phone number and whether you have served as an Election Inspector before.

YOU WILL **NOT** BE CONTACTED BY THE BOARD OF ELECTIONS TO CONFIRM YOUR RESERVATION, SO PLEASE **MARK YOUR CALENDARS**.

PLEASE NOTE: All classes are on a first come, first serve basis. Classes may fill quickly.
Please be prepared to have several choices for class dates and times.

The Board of Elections reserves the right to cancel or combine classes due to attendance.

The Board of Elections reserves the right to deny admission into classes if applicant does not meet the election and/or course requirements.

TRAINING COURSE INFORMATION

- ✓ Requirements for being an Election Inspector: Must be a registered voter, a resident of Monroe County, and must be able to read, write and speak the English language.
- ✓ Please bring a **pencil or pen** to all classes.
- ✓ Please be alert and well rested; an exam will be given at the end of all required classes.
- ✓ All classes will have a maximum of 30 participants per class.
- ✓ In order to serve, an Election Inspector must pass an exam PRIOR to the General Election.
- ✓ You will be informed by mail if you pass or fail the exam.
- ✓ Those that fail will be given the opportunity to take a special review class and a make-up exam.

PAY

The Board of Elections CANNOT guarantee you will be working on an Election Day. Election Inspector Coordinators schedule Inspectors in each Town or Legislative District in the City. Inspectors, who are assigned that successfully complete training class and pass the exam, will be paid \$25.00 for attending the class, AFTER the General Election. In order to be paid for training, you MUST work an Election Day. There is no pay for Optional Courses offered by the Board of Elections.

FROM THE MONROE COUNTY BOARD OF ELECTIONS

This training guide lists the classes offered in 2013, and the dates, times and locations where these classes will be held. In accordance with NY State Election Law, **ALL** Inspectors **MUST** attend training each year, and pass an exam.

BEFORE MAKING YOUR RESERVATION FOR A TRAINING CLASS:
BE SURE TO CONTACT YOUR COORDINATOR

RESERVATIONS ARE REQUIRED FOR ALL CLASSES

There is a maximum allowance of 30 Inspectors for each class.

When you call, your reservation may be handled by ANY Board of Elections employee.

Voicemails in regards to training reservations will NOT be honored.

To make your reservation: Please call (585) 753-1550

Primary Election Day

Tuesday, September 10, 2013

Polls Open Noon-9:00 PM. Election Inspectors report at 11:00 AM

General Election Day

Tuesday, November 5, 2013

Polls Open 6:00AM-9:00 PM. Election Inspectors report at 5:00 AM

REQUIRED COURSE DESCRIPTIONS

101 NEW Inspector Training

201 VETERAN Inspector Training

401 SITE CHAIR Training

501 COORDINATOR Training

The required courses are mandatory, and an exam is given at the end of each class.

NEW Inspectors will receive hands-on training on the Image Cast Voting Machines.

OPTIONAL COURSE DESCRIPTIONS

301 OPEN and CLOSING Review

This one hour course offers a hands-on experience opening and closing the Image Cast Voting Machines, Polling Site Set-Up, and Re-Packing at the Close of Polls.

601 HANDS-ON Experience: Image Cast Voting Machines

This one hour course offers an independent review of the operations of the Image Cast Voting Machines.

304 SPECIAL Review/Make-Up

This one hour course offers an Election Inspector a review of training material and a make-up exam. This course is by invitation ONLY.

NOTE: You MUST attend an optional course if requested by the Commissioners.

All of our Election Inspector information is posted online at: www.monroecounty.gov/elections

Please pay special attention to any mail we may be sending you and open immediately.

TRAINING LOCATIONS

ADDRESS

Chili Town Hall	3333 Chili Avenue, Rochester NY 14624
City Place	50 West Main Street Room B-11, Rochester, NY 14614
Edgerton Recreation Center	41 Backus Street, Rochester, NY 14613
Gates Town Hall	1605 Buffalo Road, Rochester, NY 14624
Greece Town Hall	1 Vince Tofany Boulevard, Rochester, NY 14612
Laurelton Fire Department	405 Empire Boulevard, Rochester, NY 14609
Penfield Volunteer Ambulance	1585 Jackson Road, Penfield, NY 14526
Perinton Community Center	1350 Turk Hill Road, Fairport, NY 14450
Sweden Town Hall	18 State Street, Brockport, NY 14420
Training Service Center	2595 Brighton Henrietta Town Line Road, Rochester, NY 14623
Webster Village Meeting Hall	29 South Avenue, Webster NY 14580

July Mon	Tues	Wed	Thur	Fri	Sat
22	23	24	25	26	27 Training Service Center 501: 9:30-1:30
29	30 Training Service Center 501: 5:30-9:30	31			

August Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3 Training Service Center 501: 9:30-1:30
5	6 City Place <u>OR</u> Training Service Center 401: 9:30-12:30 201: 1:30-4:30	7	8 Greece Town Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	9	10 Training Service Center 201: 9:30-12:30 401: 1:30-4:30
12	13 Training Service Center 401: 9:30-12:30 401: 1:30-4:30 401: 5:30-8:30	14	15	16	17
19	20	21	22	23	24 Training Service Center 401: 9:30-12:30 201: 1:30-4:30
26	27 Laurelton Fire Dept. <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	28 Edgerton Rec. Ctr. <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	29 City Place 201: 9:30-12:30 401: 1:30-4:30 Training Service Center 201: 9:30-12:30 401: 1:30-4:30 101: 5:30-8:30	30	31

September Mon	Tues	Wed	Thur	Fri	Sat
2 <i>Labor Day</i>	3	4	5	6	7 Training Service Center 304: 9:30-10:30 301: 11:30-12:30 601: 1:30-2:30
9	10 Primary Election	11	12	13	14
16	17	18 Webster Village Mtg. Hall 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	19 Chili Town Hall 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	20	21 Training Service Center 201: 9:30-12:30 201: 1:30-4:30
23	24 Training Service Center 201: 9:30-1:30 201: 1:30-4:30 201: 5:30-8:30	25	26 Greece Town Hall 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	27	28 Training Service Center 201: 9:30-12:30 201: 1:30-4:30
30					

October Mon	Tues	Wed	Thur	Fri	Sat
	1 City Place 201: 9:30-12:30 201: 1:30-4:30 Sweden Town Hall 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	2	3 Training Service Center 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	4	5 Training Service Center 201: 9:30-12:30 201: 1:30-4:30
7	8	9	10	11	12
14 <i>Columbus Day</i>	15	16 Greece Town Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	17	18	19 Training Service Center 101: 9:30-12:30 101: 1:30-4:30
21	22 Edgerton Rec. Ctr. <u>OR</u> Gates Town Hall 201: 9:30-12:30 201: 1:30-4:30 101: 5:30-8:30	23 Penfield Vol. Amb. <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	24 Training Service Center 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	25	26 Training Service Center 401: 9:30-12:30 401: 1:30-4:30
28	29 Perinton Com. Ctr. <u>OR</u> Laurelton Fire Dept. 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	30	31		

November Mon	Tues	Wed	Thur	Fri	Sat
				1	2 Training Service Center 304: 9:30-10:30 301: 11:30-12:30 601: 1:30-2:30
4	5 General Election	6	7	8	9